

BUDGET LETTER

NUMBER: 19-06

SUBJECT: 2020-21 BUDGET PREPARATION GUIDELINES

DATE ISSUED: JUNE 18, 2019

REFERENCES: BUDGET LETTERS 18-08, 18-14, 18-22, 18-28, 18-30, 19-04,
AND ATTACHMENTS

SUPERSEDES: BL 18-07

TO: Agency Secretaries
Agency Information Officers
Department Directors
Department Budget and Accounting Officers
Department Chief Information Officers
Department of Finance Budget and Accounting Staff
Department Deputy Director for Legislation

FROM: DEPARTMENT OF FINANCE

NOTE: Budget Officers are requested to forward a copy of this Budget Letter to their facility manager.

The Department of Finance is issuing this technical Budget Letter (BL) to assist departments in planning for the 2020-21 budget development process. This BL contains guidelines that are applicable to the overall budget development process at this time. Finance will provide other technical instructions in future BLs (Attachment I).

Deadlines and Deliverables for Budget Documents due to the Department of Finance, unless otherwise noted in subsequent instructions:

End of June	Agencies, if applicable, meet with Finance counterparts to discuss concepts for the upcoming budget. At this meeting, the Finance Program Budget Manager will select only a few high priority issues per cabinet area to begin the early engagement process. This meeting will also be used to identify the universe of workload and technical adjustments approved for consideration during the fall budget process.
July – September	Convene in-depth meetings (Finance, Agencies, and Departments) to develop early engagement proposals and evaluate alternatives to address high priority issues that align with the Administration's policy goals. NOTE: Development of related Budget Change Proposals (BCPs) will follow this intensive process.
July 15, 2019 (Monday)	To request funding for information technology projects in a fall BCP, departments are required to submit Special Project Reports, or applicable Project Approval Lifecycle (PAL) documents, to the California Department of Technology (CDT). Project approval documents are required to be finalized and made public in conjunction with the release of the Governor's Budget unless otherwise approved by Finance. If departments do not submit project documents by the July 15 deadline, related BCPs will be deferred to a later Budget cycle.

July 31, 2019 (Wednesday)	Capital Outlay Budget Change Proposals (COBCP) and Five-Year Infrastructure Plans for 2020-21, including any adjustments needed to conform to the enacted 2019-20 Budget, 2019 Five-Year Infrastructure Plans, and construction escalation.
August 16, 2019 (Friday)	Request approval from the appropriate Finance Program Budget Manager for any late BCP submittals.
September 3, 2019 (Tuesday)	Submit workload and technical BCPs, including Budget Bill and Trailer Bill language changes, to the appropriate Finance Budget Analyst.
September 12, 2019 (Thursday)	BCPs requesting funds for legislation chaptered through August 31. If legislation is enacted after August 31 then BCPs must be submitted to Finance no later than 10 calendar days after the bill is chaptered.
November 1, 2019	Finalize narrative for early engagement BCPs, including Budget Bill and Trailer Bill language changes. Finance may require an earlier deadline for departments that also submit caseload/local assistance estimates to Finance for review.
To Be Determined by Finance Budget Analyst	Enrollment, Caseload, and Population (ECP) updates and local assistance estimates due, including any associated Budget Bill and Trailer Bill language changes.

Deadlines for Financial Reporting Requirements (2018-19 year-end financial reports) due to the State Controller's Office, unless otherwise noted in subsequent instructions:

July 31, 2019 (Wednesday)	General Fund, feeder funds (0081, 0084, 0085, 0086, 0089, 0090, 0091, 0094, and 0097), and economic uncertainty funds (0374 and 0375).
August 20, 2019 (Tuesday)	All other funds.
August 20, 2019 (Tuesday)	Report of Accounts Outside the State Treasury, Report 14, due to the State Treasurer's Office.
August 20, 2019 (Tuesday)	Report of Expenditures of Federal Funds, Report 13, due to Finance, Fiscal Systems & Consulting Unit (FSCU).
September 3, 2019 (Tuesday)	Generally accepted accounting principles information, excluding independently audited financial statements.
October 1, 2019 (Tuesday)	Independently audited financial statements. If a final financial statement is not available by October 1, a draft can be submitted on October 1, with the final statement(s) following on Monday, October 15.

This BL provides instructions and information on the following topics:

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GENERAL INFORMATION

The guidelines in this BL apply primarily to BCPs related to state operations and local assistance. Finance will issue a separate BL for Capital Outlay Budget Change Proposal (COBCPs) guidelines. Unless specifically identified as COBCPs, the term BCP refers to state operations and local assistance proposals, not capital outlay; however, this BL does include components that require identification for potential facility or capital outlay costs related to state operations and local assistance BCPs.

Budget Preparation Calendar: Budget Calendars in the Budget Analyst Guide will be updated, if needed, and are available at: [Budget Calendars](#)

Price Letter Standards: Price Letter Standards for 2020-21 are currently targeted for distribution in early September 2019. The Department of General Services has published an updated version of its web-based 2018-19 Price Book that lists both the 2018-19 and proposed 2019-20 rates for its services, which can be viewed here: [Price Book](#).

State Administrative Manual (SAM): The budget chapter (Chapter 6000) of SAM is a valuable source of information on the technical aspects of the budget and legislative processes. You may access SAM Chapter 6000 at: [SAM Budgeting](#). Finance is updating SAM to reflect FI\$Cal changes, as needed. In the interim, please use Budget Letters and the Finance FI\$Cal webpage for specific technical Hyperion instructions at: [Fiscal Resources for Budget](#).

Timeliness and Confidentiality: Strict adherence to all schedules and due dates stipulated in this letter and in the attachments is required. **Until release of the Governor's Budget, all information contained in budget documents used during the Governor's Budget development process is strictly confidential. All BCPs and ECPs not released to the Legislature by Finance indefinitely remain working papers subject to the Governor's deliberative process privilege. These documents are to be released if and only if that privilege is waived by the Governor's Office, or pursuant to court order.** For purposes of the Public Records Act, the Governor's deliberative process privilege is reflected in [Government Code section 6255](#).

II. BUDGET CHANGE PROPOSALS

Forms

Departments are required to submit BCPs with appropriate signatures in hard and/or soft copy form, as requested by Finance budget analysts. The latest version of the [DF-46](#) form departments should use to prepare the narrative portion of non-Capital Outlay proposals is available in Word format on Finance's website.

When submitting BCPs, departments using FI\$Cal/Hyperion **must provide all necessary budget information in Hyperion** – either by keying data in the system directly or by utilizing upload templates for data input – **by the due dates noted above for BCP submissions**. To upload data, departments should always use the most current template available online at [Budget Forms](#), to ensure it includes the latest program and chart of accounts information. Upon completion of the current fiscal year, Finance will make an updated version of the template available in early July. Contact your Finance budget analyst for assistance, if necessary.

Timeframe

Workload and technical BCPs (including Budget Bill and Trailer Bill language changes) must be submitted to Finance no later than **Tuesday, September 3, 2019**, or by an earlier date established by the Finance Program Budget Manager. (**Exception:** BCPs for chaptered legislation and late requests approved by Finance [see below], as well as Early Engagement BCPs for which departments completed the agreed upon process, including in-depth meetings to evaluate alternatives). All major COBCPs and the Five-Year Infrastructure Plans for 2020-21, including minor COBCPs, Capital Outlay Concept Papers (COCs), and adjustments that are needed to conform to the enacted 2019-20 Budget, or required because of changes to the escalation of construction costs, are due by **Wednesday, July 31, 2019**.

Pursuant to [Government Code section 11545](#), et seq., CDT is responsible for approving and overseeing information technology (IT) projects. Accordingly, a BCP that requests funding for an IT project requires the CDT's approval of a Special Project Report (SPR), or the applicable PAL documents upon release of the Governor's Budget, unless otherwise approved by Finance. Departments seeking approval are required to submit documents to CDT electronically, in accordance with Statewide Information Management Manual (SIMM) 05A. The SPR, or applicable PAL documents, are due to CDT no later than **Monday, July 15, 2019** (unless otherwise exempted by CDT), for Finance to consider any associated fall funding requests. Departments are responsible for completion and timely submission of final documents to ensure distribution of the CDT-approved documents upon release of the Governor's Budget. Comprehensive information for IT project reporting, including instructions to assist departments in meeting CDT reporting requirements, can be found in the [Statewide Information Management Manual](#).

BCPs requesting funds for legislation chaptered through Saturday, August 31, 2019, must be submitted to Finance no later than **Thursday, September 12, 2019**. For bills chaptered after August 31, related BCPs and associated IT project documents, if applicable, must be submitted **no later than 10 calendar days after the bill is chaptered**. BCPs for chaptered legislation will not be considered by Finance unless departments previously identified costs during legislative consideration of the bill. Finance will also decline review of chaptered legislation BCPs if departments submit them after the applicable time limit.

Early Engagement BCPs must be submitted to Finance no later than **November 1, 2019**, unless the Program Budget Manager approves a different BCP submittal date to allow time to complete the early engagement process.

The Agency Secretary, or Departmental Director for departments that do not report to an Agency Secretary, must approve any request for a late BCP submittal. These late submittal requests must be submitted in writing to the Finance Program Budget Manager no later than **Friday, August 16, 2019**. Requests for late submittal are limited to those issues involving the most exceptional circumstances.

General Guidelines and Procedures for BCPs and ECPs

1. **All BCPs/ECPs must fully conform to budget policies**, which will be provided in the upcoming Budget Policy BL.
2. **All information contained in approved BCPs/ECPs is strictly confidential until release of the Governor's Budget.** Each department is responsible for maintaining the confidentiality of its respective BCPs until approved for release (usually simultaneously with the release of the Governor's Budget in January).
3. **Disapproved BCPs/ECPs, disapproved premise assumptions, and disapproved versions of BCPs/ECPs remain confidential working papers and must not be released.** Responses to any requests for confidential budget documents under the Public Records Act or pursuant to discovery requests must be coordinated through your Finance budget analyst with Finance's legal staff.
4. **The appropriate Agency Secretary must approve BCPs (including COBCPs) prior to submission to Finance.** Additionally, BCPs with IT components must be reviewed by the Agency Information Officer. If proposing changes that involve other departments or other departments' funds, obtain and attach written concurrence and/or comments on the proposed change from the Director(s) or designee of the affected department(s) prior to submitting the BCP to Finance.
5. The BCP cover page **requires each department's Chief Information Officer to review and sign all BCPs with IT components** prior to submission to Finance. BCPs that do not have the appropriate approval and, when applicable, concurrence and/or comments, will be returned without consideration.
6. Budget Letter [18-23](#) requires **departments requesting funding for planning a project in PAL** to provide Finance a [Planning Expenditure Report \(DF-576\)](#) on a quarterly basis (October, January, April, and July), reflecting the status as of the end of the prior quarter.
7. **Funding for chaptered legislation** that does not contain a specific appropriation must be absorbed or requested in a BCP or other budget request.
8. BCPs requesting funds from a special or bond fund must be accompanied by an **updated fund condition statement or by a statement of fund availability from the department administering the fund** (if different from the requesting department). Bond-funded BCPs must also cite the specific bond measure and relevant chapters and sections for proposed funding (i.e., "bond pot").
9. **Local assistance estimates should not include state operations funding.** A separate BCP for state operations should be completed unless approved by your Finance Program Budget Manager to include in the estimate. These BCPs should be submitted consistent with the BCP deadlines.
10. **Departments must provide a succinct, well-written, and complete BCP.** Departments may provide supporting information, and must not rely on providing subsequent back-up material to respond to Finance's inquiries regarding justification for the request. BCPs that are incomplete by virtue of failing to provide relevant, critical, and substantiating information in the initial submission will likely be returned to departments without analysis at the discretion of Finance.

When applicable, **BCPs and ECP submissions must include any proposed provisional, trailer bill, reversion, or reappropriation language.** In the case of provisional and trailer bill language, the BCP must effectively justify the need for this language and the programmatic implications associated with it. For proposed reappropriation and reversion language, the BCP must clearly identify the relevant budget acts, items of appropriation, and funds proposed for reappropriation and reversion, as well as the appropriate timeframes for encumbrance and liquidation. Departments are encouraged to use the standardized language available here: [Budget Bill Preparation Guidelines](#).

11. **BCPs must include all appropriate documentation (including Hyperion fiscal pages), workload statistics, and code citations.** If a proposed change is funded through redirection, both the positive and negative changes must be reflected. BCPs proposing redirections must include a statement of the immediate and future impact on the program from which the resources will be redirected. When submitting a BCP that affects more than one program or subprogram, fiscal detail for each program/subprogram affected must be included. All program information must be consistent with the display in the Governor's Budget.
12. BCPs must be assigned an **individual priority number** and address a single issue. (Sequential numbering must be used, with 1 being the highest priority.) Multiple issues may not be consolidated as a single priority. However, BCPs that address a single issue, but affect multiple programs, divisions, or units, may be consolidated. Departments may remove the priority number when preparing approved BCPs for public release.
13. BCPs must describe the **methods of calculation and sources of data** for all numbers used. Departments should consult with their Finance budget analysts on analytical approaches, data sources, and content of the written BCPs prior to submission to Finance.
14. BCPs requesting **new positions and/or programs** must include both a narrative explanation and fiscal detail addressing the impact these new positions/programs will have on the facility needs of the department. Finance will not consider BCPs that do not include this information. Salaries and retirement rates should be as of July 1, 2019. Salary information is available on [CalHR's website](#). Retirement rates can be found in Control Section 3.60 of the upcoming 2019 Budget Act.
15. BCPs must include a description of how the proposal is **consistent with the department's strategic plan** by identifying the objective(s) the BCP will support. The justification must articulate the compelling need for this proposal and its intended objectives.
16. Each BCP must include a **discussion of at least a few alternatives considered** (other than the one being proposed and the status quo/doing nothing) to address the identified problem.
17. Attachment II provides a list of designated lead agencies responsible for the coordination of specified subject areas/programs.

III. POSITION RELATED GUIDELINES

Requests for New Positions—When requesting new positions, departments are required to clearly establish the long and short-term benefits to be gained by increasing personnel as opposed to other possible alternatives (e.g., automation, workload adjustments, implementing more efficient work processes, etc.). Depending on a department's vacancy rate and the factors contributing to that rate, Finance may recommend redirection of existing vacant positions, rather than new positions. **Other alternatives that have been considered by the department must also be identified and analyzed.** BCPs requesting new positions must effectively justify why a redirection is not possible. Relevant vacancy information may be requested by Finance and must be provided promptly. If new positions are approved, positions will be budgeted at the mid-step, across all years, unless evidence is provided justifying a higher level for hard-to-fill classifications. Finance must approve the establishment of any position above mid-step of the respective salary range.

Position Requests for Recently Consolidated Classifications—When requesting new positions for recently consolidated classifications, departments are required to use the new consolidated classifications adopted by the State Personnel Board.

Limited-Term Positions—As a policy, Finance does not approve limited-term position authority to meet short-term workload efforts. If a temporary increase in resources is necessary to support short-term workload, limited-term expenditure authority will be considered to meet operational needs. The limited-term funding will be approved for a specific length of time, as authorized during the budget process. **For more specific information on limited-term expenditures, consult with your Finance budget analyst.**

Merit Salary Adjustment— Merit Salary Adjustments (MSAs) are included in the definition of a workload budget in [Government Code section 13308.05](#); however, since savings result when positions return to the bottom step after staff promotions or departures, these resources are to be made available to pay for the costs of MSAs. Therefore, no workload budget adjustments will be made by Finance for MSAs.

Budget Position Transparency—Pursuant to Chapter 28, Statutes of 2015 (Senate Bill 98) and Chapter 11, Statutes of 2015 (Senate Bill 97), Government Code section 12439 was abolished and Control Section 4.11 was amended to provide more transparency in departments' budgeting of positions and expenditures by category. As a result, the 2018-19 Governor's Budget publication was adjusted to display historically filled positions, funding associated with those positions, and the amount reallocated to the appropriate budget category (e.g., staff benefits and/or OE&E). For 2020-21, the Governor's Budget will again display the Budget Position Transparency adjustment. A forthcoming Budget Letter will provide instructions for the 2020-21 Budget Position Transparency drill.

IV. CAPITAL OUTLAY BUDGET CHANGE PROPOSALS

Major Capital Outlay Budget Change Proposals

The General Guidelines and Procedures for BCPs described above also apply to COBCPs. COBCPs and Five-Year Infrastructure Plans (including requests for provisional language changes) are required to be submitted to the Legislature with the Governor's Budget, pursuant to Government Code section 13100, et seq. and must be submitted to Finance

no later than **Wednesday, July 31, 2019**, or by an earlier date established by the Finance Program Budget Manager. The BL with more specific instructions, including FI\$Cal related instructions, and due dates for submitting five-year infrastructure plans, COBCPs, and COCPs, is forthcoming.

Changes for any other reason may be deferred to the 2021-22 capital outlay budget cycle. The capital outlay process is described in SAM sections 6801, et seq. and is available at: https://www.documents.dgs.ca.gov/sam/SamPrint/new/sam_master/sam_master_file/cha_p6000/6801.pdf.

Minor COBCPs

COBCPs for minor capital outlay projects for 2020-21 must be submitted to Finance no later than **Wednesday, July 31, 2019**, or by an earlier date established by the Finance Program Budget Manager. Detailed information on the submission of Minor COBCPs for the 2020-21 fiscal year will be provided in an upcoming BL.

The dollar limit for each minor capital outlay project is \$709,000 for most agencies and \$975,000 for departments within the Resources Agency, per Public Contract Code sections [10108](#) and [10108.5](#), respectively.

V. INFORMATION TECHNOLOGY

Line-item display in the Governor's Budget

Hyperion includes account categories for Consolidated Data Centers (5344000) and Information Technology – Other (5346900). Departments must use these account category codes to distinguish between a department's internal information technology costs (5346900) and data center costs (5344000).

Departments are required to inform the Office of Technology Services (OTech) of: (1) all activities and any significant changes in IT services anticipated; and (2) the IT equipment that will be included in their budget, but obtained from the data center. Failure on the part of the department to inform OTech could have an adverse impact on OTech's ability to support the services or the procurement.

VI. FINANCIAL REPORTING REQUIREMENTS

The following schedule applies to the 2018-19 year-end financial reports for submittal to the Controller's Office:

Wednesday, July 31, 2019: General Fund, feeder funds (0081, 0084, 0085, 0086, 0089, 0090, 0091, 0094, and 0097), and economic uncertainty funds (0374 and 0375).

Tuesday, August 20, 2019: All other funds.

The Report of Accounts Outside of the State Treasury, Report 14, must be submitted by departments to the Treasurer's Office electronically through FI\$Cal by **August 20, 2019**, and two copies must be submitted by departments to the Controller's Office: one Excel version to blfinrep@sco.ca.gov, and one hardcopy with a signature to be sent with the year-end reports by **Tuesday, August 20, 2019**.

The Report of Expenditures of Federal Funds, Report 13, must be submitted to Finance's FSCU on or before **Tuesday, August 20, 2019**.

Departments are responsible for both the accuracy and the timeliness of the year-end reports. **Government Code section 12461.2 authorizes the Controller's Office to withhold any or all operating funds from a department if that department fails to submit complete and accurate financial reports within 20 days of the prescribed due date(s).** Therefore, departments should plan carefully to meet year-end reporting deadlines. Departments may find reporting forms and information on the State Controller's website: https://www.sco.ca.gov/ard_reporting.html

Departments using FI\$Cal/PeopleSoft for accounting functions will be required to submit financial reports produced from FI\$Cal. Month-end close requirements are provided in [BL 18-30](#). Finance will continue to provide assistance and year-end training for departments using FI\$Cal (see [BL 19-04](#)). Departments should work with their [Finance accounting analyst/manager and FI\\$Cal relations coordinator](#) to make arrangements for additional support to meet the year-end deadlines.

Departments may also contact Finance's FSCU for assistance at (916) 324-0385 or via e-mail at: fscuhotline@dof.ca.gov.

Additional information on available FI\$Cal training classes and training materials is available at: http://www.dof.ca.gov/Accounting/Consulting_and_Training/FISCal_Training/

VII. PRO RATA ASSESSMENTS AND SWCAP ALLOCATIONS

Pro Rata assessments and SWCAP (Statewide Cost Allocation Plan) will be available in late September 2019. Finance will provide guidelines in a separate BL. For an overview of the current Pro Rata and SWCAP, please refer to the Finance Pro Rata and SWCAP website at: http://www.dof.ca.gov/Accounting/Statewide_Cost_Allocation/.

VIII. BASELINE BUDGET ADJUSTMENTS (EXPENDITURES)

Baseline Budget Adjustments (BBAs) are changes to costs of currently authorized services in the budget necessary to maintain the current level of service. BBAs will be used to make baseline expenditure adjustments in Hyperion for all years (past year through budget year plus four). There are currently 13 non-capital outlay related baseline adjustment types in Hyperion that can be used to make baseline expenditure changes. A separate BL will be issued to describe all non-capital outlay BBA types (listed below) in more detail, as well as provide information for the upload templates. That BL will also describe the process for entering capital outlay BBAs and provide information about various capital outlay BBA types.

1. Salary Adjustments

2. Benefit Adjustments
3. Retirement Rate Adjustments
4. Budget Position Transparency
5. Carryover/Reappropriation
6. Legislation with an Appropriation
7. Pro Rata
8. SWCAP
9. Miscellaneous Baseline Adjustments
10. Lease Revenue Debt Service Adjustment
11. Statutory COLA's
12. Other Post-Employment Benefits Adjustments
13. Issue Specific Adjustment

IX. BASELINE BUDGET ADJUSTMENTS FOR REVENUES, TRANSFERS, AND LOANS

Baseline revenues, revenue transfers, and loans will be collected for all years in Hyperion (past year through budget year plus four). These baseline adjustments must be authorized under current law or policies. For transfers and loans, the appropriate authority must be cited in the title of the adjustment. Detailed instructions for reporting baseline revenues, transfers, and loans will be included in the forthcoming Baseline Budget Adjustments BL.

X. MISCELLANEOUS

Rounding Rules

To prevent rounding problems, **use zeros in the last three digits for dollars in all years.** Amounts of 500 and above should be rounded to 1,000; amounts below 500 should be rounded to zero. For example, \$2,222,222 should be entered as \$2,222,000 and \$4,500 as \$5,000, in Hyperion. **This applies to both expenditures and revenues, all amounts, all years.**

If you have any questions, please contact your Finance budget analyst.

/s/Thomas Todd

Thomas Todd
Program Budget Manager

Attachments

**ADDITIONAL TECHNICAL GUIDELINES TO BE ISSUED IN FUTURE BUDGET LETTERS
OR VIA E-MAIL NOTES**

Subject Title	Target Release Date	Last BL Instructions	<u>State Administrative Manual</u> or other Internet Reference
Fund Balance Reconciliation Responsibilities	June/July	BL 18-08	
Baseline Budget Adjustments	July	BL 18-13	
Budget Change Proposal Template and Instructions	July	BL 18-20	
Budget Policy	July	BL 18-15	
Enhancements in FI\$Cal (Hyperion)	July	BL 18-22	
Executive Orders and Budget Revision Process	July	BL 18-09	
Past Year Budget Adjustments and Fund Balance Reconciliation for the Upcoming Budget Cycle	July	BL 18-14	
Position Control	July	BL 18-16	6415, et seq., 6429, 6448, and 6521
Rollover in Hyperion for the Upcoming Budget Cycle	July	BL 18-11	
Statewide Policies	July	BL 15-07	
Budget Position Transparency (Control Section 4.11)	August	BL 17-27	
Employee Compensation Adjustments – Item 9800	August	BL 18-27	
Employer Retirement Contribution Rate Adjustment (Control Section 3.60)	August	BL 18-24	
SWCAP/Pro Rata	August	BL 18-19	8752-8757
Price Letter	September	BL 18-28	https://www.dgs.ca.gov/OFS/Price-Book
Governor's Budget Supplementary Schedules	November	BL 18-32	
Submission of Final Budget Materials	December	BL 18-33	

COORDINATION OF INFORMATION

Lead agencies or departments are designated for BCPs dealing with the topics listed below. Departments seeking funding for programs in these areas must coordinate the development of all related budget components, including BCPs, with the appropriate lead agency or department.

Topic	Lead Department	Contact	Phone
Employee Compensation/Employer Retirement Contribution Rate Adjustments/Personnel Service Contracts/Budget Position Transparency	Finance	Mary Halterman	(916) 445-3274
Environmental License Plate Fund (Fund 0140)	Resources Agency	Bryan Cash	(916) 653-6381
Greenhouse Gas Reduction Fund (Fund 3328)	Finance	Elizabeth Urie	(916) 324-0043
Health Insurance Portability and Accountability Act (HIPAA)	Health and Human Services Agency	Elaine Scordakis	(916) 651-8066
Mental Health Services Fund (3085)	Finance	Anam Khan	(916) 445-6423
Motor Vehicle Account (Fund 0044)	Finance	Amanda Martin	(916) 322-2263
Perinatal Services	Health Care Services	Olga Garti	(916) 345-8616
Petroleum Violation Escrow Account (Fund 0853)	Energy Commission	Melanie Vail	(916) 657-3705
Proposition 117 (Habitat Conservation Fund)	Resources Agency	Bryan Cash	(916) 653-6381
Proposition 56 (California Healthcare, Research, and Prevention Tobacco Tax Act of 2016)	Finance	Jacob Lam	(916) 445-6423
Proposition 65 (Safe Drinking Water and Toxic Enforcement Act of 1986)	Office of Environmental Health Hazard Assessment	Mike Gyurics	(916) 445-8479
Proposition 98 (Classroom Instructional Improvement and Accountability Act)	Finance	Aaron Heredia	(916) 445-0328
Proposition 99 (Tobacco Tax and Health Protection Act of 1988)	Finance	Jack Zwald	(916) 445-6423
Public Resources Account (Fund 0235)	Resources Agency	Bryan Cash	(916) 653-6381
Realignment, 1991	Finance	Luis Bourgeois	(916) 445-6423
Realignment, 2011	Finance	Justin Freitas	(916) 445-6423
State Penalty Fund (Fund 0903)	Finance	Stephen Benson	(916) 445-8913

Temporary Assistance for Needy Families (TANF) Block Grant, including CalWORKs and TANF MOE	Social Services	Jim O'Brien	(916) 657-3397
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Toxics			
Hazardous Waste Control Account (Fund 0014)	Toxic Substances Control	Alice Jeung	(916) 324-2993
Lead-Acid Battery Cleanup Fund (Fund 3301)	Toxic Substances Control	Alice Jeung	(916) 324-2995
Toxic Substances Control Account (Fund 0557)	Toxic Substances Control	Alice Jeung	(916) 324-2994
Unified Program Account (Fund 0028)	Cal EPA	John Paine	(916) 327-5092